

ADMINISTRATIVE - INTERNAL USE ONLY

23 March 1972

OFFICE OF SECURITY DIRECTIVE NO. 72-5

FOR : Office of Security Professional Employees

SUBJECT : Purging of Security Files

RESCISSON: Office of Security Directive No. 72-3  
dated 17 January 1972

1. In order to reduce the size of our file holdings, all Office of Security professional employees are directed to remove from Security files charged to them all documents which have no security value or are otherwise of no value because they are outdated or duplicated in the file. Any document, however, that has been indexed should not be removed.

2. The types of materials which should be removed from the files include, but are not limited to the following:

a. Duplicate Personal History Statements or Personnel Security Questionnaires of the same date.

b. All biographical data sheets except one and those bio data sheets on which are recorded results of, or are attached to, [redacted]

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c. Duplicate investigative reports, name check results, letters of assignments, etc.

d. Official Routing Slips (Form 237) and Transmittal Slips (Form 241) which contain no pertinent security information.

ADMINISTRATIVE - INTERNAL USE ONLY

- e. Duplicate requests for clearance (Form 377, Request for Contract Security Authorization, etc.).
- f. Duplicate administrative notices covering promotions and the like.

3. To ensure compliance with this Directive, SR&CD will stamp on the outer jacket of each file charged to a professional Office of Security employee the notation "File Purged." The employee in turn will date and initial in the space provided when the purging action is completed. Files not initialed will be returned by SR&CD to the employee to complete the purging action.

4. In cases of doubt concerning the disposition of a document, the Security file should be forwarded to the Chief, Records Branch, Security Records & Communications Division, who will contact the appropriate Division Chief in either Personnel Security Division, Investigations Division, or Operational Support Division.

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Director of Security